

California Energy Commission



CLASSIFICATION: Legal Analyst

TENURE: Permanent

TIME BASE: Full-time

SALARY: \$3841 – \$4670 (The salary will be adjusted accordingly to comply with the furlough program.)

LOCATION: Office of Chief Counsel

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES: Under the general direction of the Chief Counsel and the immediate supervision of the Staff Services Manager I, Legal/Docket Administration, the Legal Analyst regularly and independently performs the difficult and complex paralegal duties of an analytical and sensitive nature--duties requiring specialized legal knowledge, analysis, and coordination with the Docket Unit in the Chief Counsel's Office, as well as the other staff attorneys in the office. The incumbent must handle day-to-day implementation of the e-Filing Case Records Management System (eCRMS), troubleshoot Docket issues, analyze problems and develop solutions; assist in the transition of the Docket Unit's tracking database and procedures from the current obsolete FoxPro database to the new eCRMS database or document management system; understand the significance of legal records, file integrity, and public accessibility of public documents to ensure procedures will address those concerns. The incumbent must understand and possess knowledge of a variety of proceedings, both administrative and judicial, that the Energy Commission conducts, monitors, or appears in; must be familiar with the multiple areas of law and practice in which the Office of Chief Counsel advises and serves the Commission, and must understand the nature, purpose, and importance of proper, formal agency recordkeeping practices and be able to evaluate and establish protocols that ensure timely and accurate file management. The Incumbent must be capable of handling extensive contacts with all levels of staff within the Chief Counsel's Office, as well as with various levels of personnel within and outside the Commission, and also with the public.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- ☐ Knowledge of legal concepts, terminology, principles, and procedures
- ☐ Ability to act independently, be open-minded, flexible, and tactful
- ☐ Ability to operate Electronic Case Record Management System
- ☐ Ability to exercise confidentiality
- ☐ Strong communication skills (both oral and written)
- ☐ Ability to work cooperatively with co-workers, supervisor, management, and professional staff
- ☐ Excellent attendance, be punctual, and dependable
- ☐ Be a "Team Player"

In addition to meeting all other applicable requirements, Applications MUST include a list of at least two references, preferably previous and current employers, who may be contacted about the applicant.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678 and also include **RPA 140-344**. Applications will be screened for experience, knowledge and skill.

RPA 140-344

Position # 140-5237-001

Ok EO

2-5-13

(OVER)

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678)
TO:**

Emily Oren (RPA 140- 344)
Personnel Office
California Energy Commission
1516 Ninth Street, MS # 3
Sacramento, CA 95814
(916) 654-4100

**California Relay (Telephone) Service for the Deaf or
Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

